

SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS

Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L.:

- 17 personally perform
- 1 personally perform & supervise

Prepare and maintain all accounting records and reports:

- 15 personally perform
- 2 supervise
- 1 personally perform & supervise

Prepare monthly payrolls for pensioners and staff:

- 11 personally perform
- 3 supervise
- 4 personally perform & supervise

Estimate and calculate pensions:

- 13 personally perform
- 1 supervise
- 4 personally perform & supervise

Counsel pensioners in retirement planning:

- 14 personally perform
- 1 supervise
- 3 personally perform & supervise

Serve as recording secretary for all retirement board meetings:

- 13 personally perform
- 4 supervise
- 1 blank

Prepare individual cases for decision by the board:

- 16 personally perform
- 1 supervise
- 1 personally perform & supervise

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:

- 16 personally perform
- 2 supervise

Analyze pending legislation that may impact the retirement system:

- 18 personally perform

Serve as liaison with PERAC and CRAB:

- 16 personally perform
- 1 supervise
- 1 personally perform & supervise

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:

- 18 personally perform

Write reports, business correspondence, and procedure manuals:

- 15 personally perform
- 3 personally perform & supervise

Use word processing, spreadsheet and data base software applications in a Windows-based environment:

- 10 personally perform
- 1 supervise
- 6 personally perform & supervise
- 1 blank

Use software applications designed for retirement systems:

- 10 personally perform
- 1 supervise
- 6 personally perform & supervise
- 1 blank

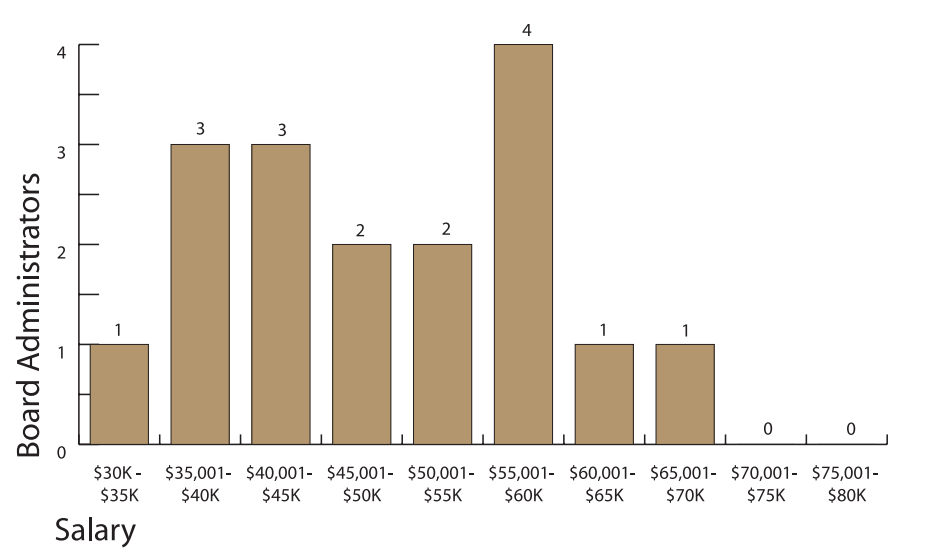
Ensure that software upgrades are implemented on a timely basis:

- 15 personally perform
- 1 supervise
- 2 personally perform & supervise

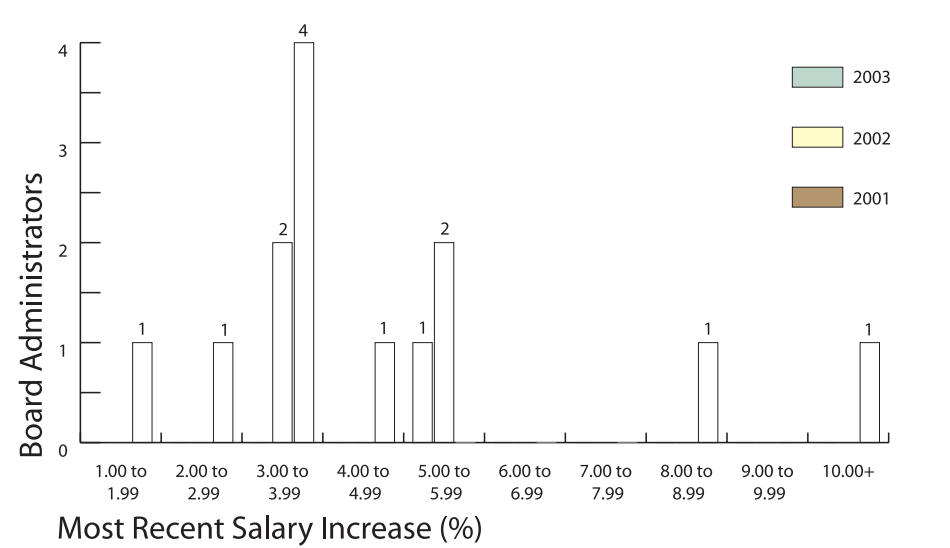
*Chief
Retirement
Administrator
Job Profile*

SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)

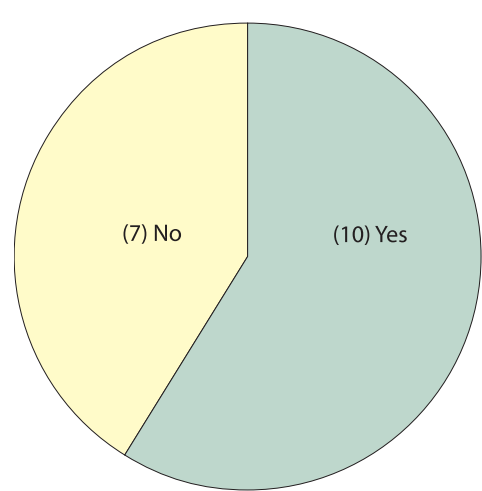
Salary
(17 responses)



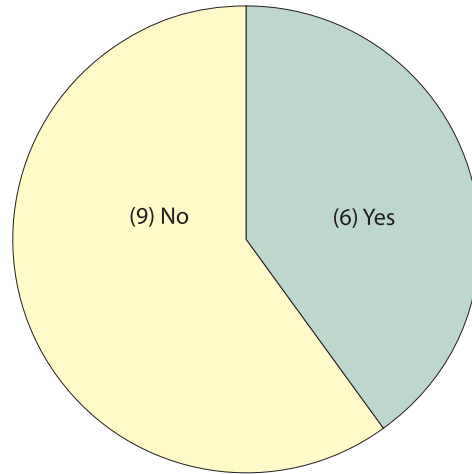
Most Recent Salary Increase
(14 responses)



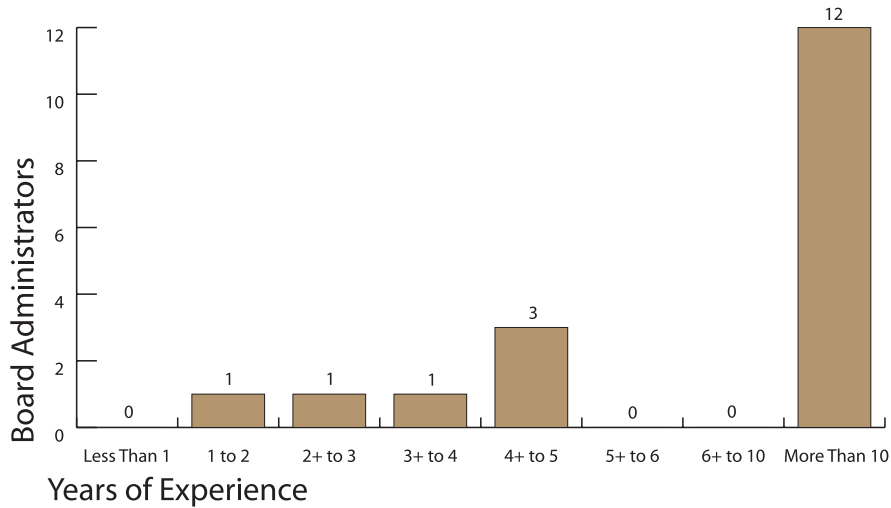
Annual Performance Evaluation
(17 responses)



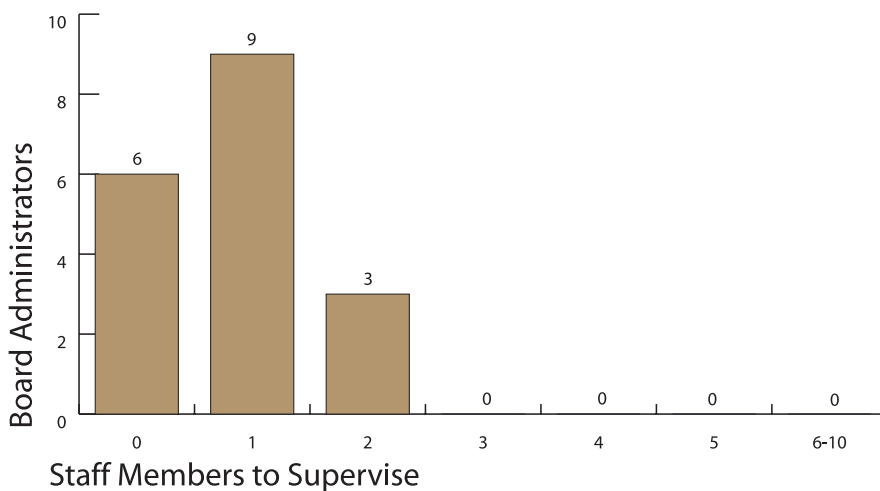
SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)



*Written
Performance
Evaluation*
(15 responses)



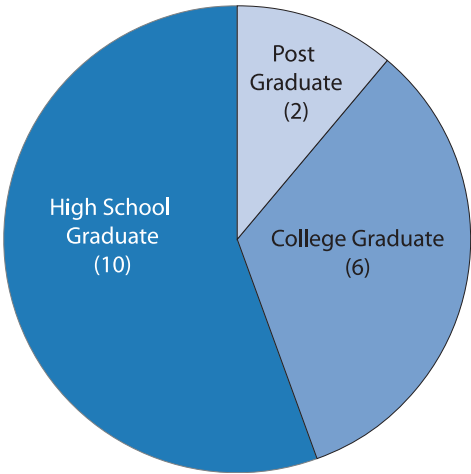
*Years of
Experience*
(18 responses)



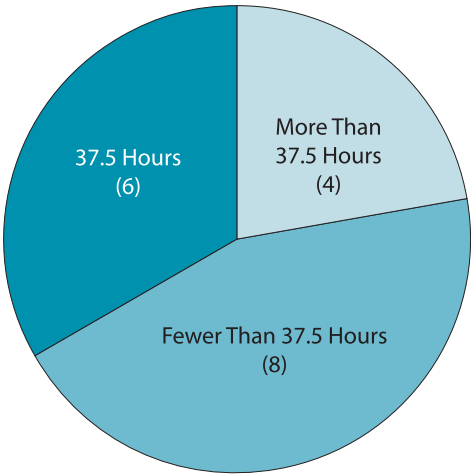
*Staff
Members
to Supervise*
(18 responses)

SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)

Level of Education
(18 responses)



Hourly Work Week
(18 responses)



Weeks of Vacation
(16 responses)

